

Nurse's Daily Summary of Health Services Encounters Instructions

Purpose: The Nurse's Daily Summary of Health Services Encounters form was designed to assist school nurses with keeping accurate information for local school district reports as well as for state level reporting. The data generated for state level reporting will make possible the provision of health services data to interested persons or groups when needed for legislative requests and other reports.

Process: Each year the State School Health Nurse Consultant will identify a **specific two-week period** during which the information noted on the Nurse's Daily Summary of Health Services Encounters form should be collected. At the end of the two-week period, totals for each section of the Daily Summary of Health Services Encounters form should be tallied and reported to the designated person within your school district using the Nurse's Daily Summary of Health Services Encounters Report form. The designated person for your school district will combine the totals from each nurse and submit district level totals to the State School Health Nurse Consultant. ***The survey period for the 2008-09 school year (this current school year) is from January 26, 2009 to February 7, 2009.***

Instructions for Completing the Nurse's Daily Summary of Health Services Encounters Form:

The school nurse assigned to the school should complete the Nurse's Daily Summary of Health Services Encounters form. If more than one nurse serves a school, each nurse should track and report his/her data separately.

The Nurse's Daily Summary of Health Services Encounters form (tally form) is provided as a resource. If your school district is using an electronic health record, you may be able to retrieve the information needed to complete the Report form at the end of the two-week period from the electronic database. The process to be used for collecting the information should be discussed with the school district nursing supervisor/coordinator or lead nurse.

While the form is designed to capture every student that a nurse serves during the two-week survey period as an encounter, it does not allow space for collecting all of the details regarding each visit. Only the following major groupings of health services descriptors will be captured during the survey period – medication, illness treatment, injury treatment, special procedures, student health counseling, and parent/teacher communication.

There are three student encounters scenarios on pages 3 and 4 of these instructions that may help to clarify how to document student encounters.

Date:

Enter the current date (date that services are being provided).

School:

Enter the name of the school. If you serve more than one school during a given day, a separate Daily Summary of Health Services Encounters form should be completed for each school setting.

Total Student Encounters:

Place one check mark or “x” in a box to represent **each student** that you see for health services during the two-week survey period. For the purposes of completing this form, medications given by and special procedures that are being performed by unlicensed assistive personnel (UAP) under your guidance and direction should be counted as a nurse encounter.

Total Staff Encounters:

Place one check mark or “x” for each non-student related health service provided directly to staff/faculty (blood pressure checks, illness consults, etc.).

General Description of Health Services Related To Student Encounters:

Place one check mark or “x” in the appropriate area that describes the type of services rendered during the student encounter – medication, illness treatment, injury treatment, special procedure, student health counseling and/or parent/teacher communication.

- a. Note that there may be multiple services provided during one encounter and thus multiple boxes may need to be checked.
- b. Some services provided may not fit within one of the health services descriptors listed. If this is the case, you will still count the encounter, but will not indicate a description of the encounter.
- c. The total number of encounters and the total number of general descriptions checked probably will not be equal.
- d. In the space for “Medication,” place one check mark or “x” for each medication given. Medications include all items given for medicinal purposes regardless of their route of administration. A nebulizer treatment will be counted as a medication and not a special procedure. Medications include over-the-counter medications, as well as, prescribed medications. Medications encounters where a UAP is assisting a student under the nurse’s guidance according to SC Board of Nursing Advisory Questions 50 and 52 should also be noted in this area.
- e. In the space for “Illness Treatment,” place one check mark or “x” for each student encounter that involved treatment for an illness.
- f. In the space for “Injury Treatment,” place one check mark or “x” for each student encounter that involved treatment for an injury.
- g. In the space for “Special Procedures,” place one check mark or “x” for each special procedure provided (e.g., catheterization, tube feeding, diabetic care, suctioning). There are three spaces for listing special procedures. Nebulizer treatments should be counted as a medication and not a special procedure. If you provide more than 3 different types of special procedures during one school day, you may make notations on the back of the form or use a second form. If you make notations on the back of a form please create a reminder so that you do not forget to include the notations on the back when totaling your data at the

end of the day. Special procedures performed by UAP who are providing care for students under your guidance and oversight should also be noted in this area.

- h. Examples of "Student Health Counseling" include counseling related to specific health conditions, hygiene, nutrition, health practices, etc.
- i. In the space for "Parent/Teacher Communication," place one check mark or "x" for each parent/teacher visit, phone call or correspondence by note/letter/e-mail that occurred on the day for which you are completing the form.

Outcome of Student Encounters:

Place one check mark or an "x" in a box to indicate whether the student was able to return to class following the encounter or whether the student was sent home. The total of all student encounters should equal the combined total of students who were sent home and who returned to class.

Total: At the end of the day, total the number of checks for each section where there is a box labeled "Total." (Note: The total number of student encounters will probably not equal the combined total of the health services descriptions; however, the total number of encounters should equal the combined total of students who either returned to class or were sent home.)

Approximate amount of time spent documenting or billing for health services today: Enter the approximate time spent documenting or billing for health services.

Nurse's Signature: Write your signature on this line. Note that the school nurse assigned to the school should complete the Daily Summary of Health Services Encounters form.

Page ___ of ___: If you must use more than one sheet to track encounters for one day, at the end of the day staple the sheets together and in the first space after the word "Page" number the pages consecutively. In the second space write the total number of pages used for the day. (Example: If you used 3 pages for a specific day, the pages would be numbered 1 of 3, 2 of 3, and 3 of 3.).

At the end of the two-week data collection period, total all the results for each section and submit the total for the two-week period to the designated person within your school district using the Nurse's Daily Summary of Health Services Encounters Report form by February 20, 2009.

Examples:

1. A student comes to the health office complaining of a headache. Following an assessment, the nurse administers a medication that the parent provided, provides health counseling, allows the student to lie down for 15 minutes, allows the student to call his parent, discusses the student's condition with the parent and then allows the student to return to class. The nurse would place one check mark in the "Total Student Encounters" section, one check mark in "Medication" section, one check

mark in the "Illness Treatment" section, one check mark in the "Student Health Counseling" section, one check mark in the "Parent/Teacher Communication" section, and one check mark in the "Returned to Class" section.

2. A student comes to the health office to be screened for vision as part of the evaluation process for special education services. The nurse provides the screening and allows the student to return to class. The nurse would place one check mark in the "Total Student Encounters" section and one check mark in the "Returned to Class" section.
3. A student comes to the health office with a toothache. Following an assessment the nurse allows the student to rinse with warm water, provides health counseling, contacts the parent, and the student is sent home. The nurse would place one check mark in the "Total Student Encounters" section, one check mark in the "Illness Treatment" section, one check mark in the "Student Health Counseling" section, one check mark in the "Parent/Teacher Communication" section, and one check mark in the "Sent Home" section.

Instructions for Completing the Nurse's Daily Summary of Health Services Encounters Report Form

Please complete a separate Health Services Encounters Report form for each school that you serve. If more than one nurse serves a school, each nurse should track and report her/his data separately.

Nurse: Enter the name of the nurse who is submitting the report.

Date: Enter the date on which the form is being completed.

School: Enter the name of the school for which the data was collected.

Phone: Enter the phone number for the nurse who is submitting the report.

Questions 1 and 2:

- Tally the totals for each section of the Nurse's Daily Summary of Health Services Encounters form and enter the results in the corresponding spaces on the Nurse's Daily Summary of Health Services Encounters Report.
- Total each row.

Question 3:

Total the amount of time that the nurses spent documenting and billing for services during the two-week survey period and enter the results in the space provided.

Question 4:

Enter the approximate amount of time during the survey period that you worked in a direct health services provider role at the school for which you are completing the report. For the purposes of this survey, the time noted for the direct services provider role should include hours during your regular work day that you spent providing direct care to students, charting health services provided, billing for health services that you provided, and/or following up on health care that you provided. Most nurses responding to the survey spend their total work day as a direct services provider. If your position requires that you spend a portion of your work day, supervising other nurses or in other administrative or educational type roles, this time should not be included in the “direct service provider role.”